



Shawn Sullivan, Secretary

Joe Ewert, Commissioner

Sam Brownback, Governor

Dear Applicant:

The following is a list of the policies and procedures that must be submitted to the Kansas Department for Aging and Disability Services (KDADS), Survey, Certification and Credentialing Commission along with your application. You may have other policies and procedures for your facility, but only those listed below will be reviewed and approved by KDADS.

The overall goal for any policy or procedure document is for it to be simple, consistent and easy to understand and use.

Policy: A policy is a statement that reflects the 'rules' for practice. It defines how your facility will meet the requirements of the regulation. Keep these general principles in mind when writing policies:

- Policies are written in clear, concise, simple language
- Policy statements address what is the rule rather than how to implement the rule

Procedure: A procedure is a series of steps taken to implement a policy.

- Procedures are tied to policies.
- Procedures list the steps to follow in order to comply with the policy
- Procedures should be written so that all users can easily follow what needs to be done.

Home Plus Facilities must provide policies and procedures for:

Topic	Regulation Reference
Abuse, Neglect and Exploitation (Use definitions from KSA 39-1401)	26-42-101 (f)
Admission, Transfer, Discharge (policies only)	26-39-102 (a) and (f), 26-42-200
Adult Day Care (if applicable)	26-42-203 (b)
Advanced Medical Directives	26-39-102 (b)
Disaster and Emergency Preparedness	26-42-104 (b)
Infection Control	26-42-207 (b)
Resident Rights	26-42-101 (d)
Respite Care (if applicable)	26-42-203 (c)